

VEHICLE REGISTRATION & LICENSING EXPENSE REPORT

Report No: _____
Date: _____
Department: _____

VEHICLE INFORMATION

License Plate No: _____
VIN: _____
Make/Model: _____
Vehicle Year: _____
Registered Owner: _____
State/Jurisdiction: _____

EXPENSE DETAILS

DATE	EXPENSE DESCRIPTION / TYPE	RECEIPT NO.	PAYMENT METHOD	AMOUNT

Subtotal: _____
Taxes/Admin Fees: _____
Total Expense: _____

Employee Signature Date

Authorized Approver Signature Date